



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
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October 9, 2007

TO: PROJECT DIRECTORS  
Law Enforcement Specialized Units Program

RE: 2008 REQUEST FOR APPLICATION

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division is pleased to announce the release of the Law Enforcement Specialized Unit (LE) Program Request for Application (RFA) for 2008.

The grant period begins January 1, 2008 and ends on December 31, 2008. Funding is contingent upon satisfactory project performance and availability of federal Violence Against Women Act Services\*Training\*Officers\*Prosecutors (VAWA S\*T\*O\*P) funds.

To receive continuation funding in 2008, applicants must complete and return the enclosed application package to OES by **November 19, 2007**. Due-date extensions will be approved upon request but may delay the ability to process the application into grant award by January 1, 2008.

Should you have any questions, please contact Avis Donahue at (916) 324-7202 or via e-mail at [avis.donahue@oes.ca.gov](mailto:avis.donahue@oes.ca.gov).

Sincerely,

**Original Signature on File**

LORI SUZANNE NOSANOW, J.D., Chief  
Victim Justice Section

Enc.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LAW ENFORCEMENT SPECIALIZED UNITS  
REQUEST FOR APPLICATION**

**TABLE OF CONTENTS**

[Printable Version](#)

**I. [RFA INFORMATION](#)**

A. INTRODUCTION .....	1
B. CONTACT INFORMATION .....	1
C. APPLICATION DUE DATE .....	1
D. ELIGIBILITY .....	2
E. FUNDS .....	2
F. PROGRAM INFORMATION .....	2
G. PREPARING AN APPLICATION .....	5

**II. [INSTRUCTIONS](#)**

A. PROJECT NARRATIVE .....	6
1. Problem Statement .....	6
2. Plan and Implementation .....	6
B. PROJECT BUDGET .....	7
1. Specific Budget Categories .....	7
C. APPLICATION APPENDIX .....	9

**III. [FORMS](#)** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#)

[CERTIFICATION OF ASSURANCE OF COMPLIANCE](#)

[SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#)

PROJECT NARRATIVE

[BUDGET FORMS \(Excel spreadsheet format\) – With Match-](#)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

SAMPLE OPERATIONAL AGREEMENT

NONCOMPETITIVE BID REQUEST

OUT OF STATE TRAVEL REQUEST

EMERGENCY FUND PROCEDURES

PROJECT SERVICE AREA INFORMATION

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LAW ENFORCEMENT SPECIALIZED UNIT  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbook Appendices and Forms."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Avis Donahue  
Senior Program Specialist  
Victim Justice Section  
Governors Office of Emergency Services  
[Avis.Donahue@oes.ca.gov](mailto:Avis.Donahue@oes.ca.gov)  
(916) 324-7202 (office)  
(916) 327-5674 (fax)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by November 19, 2008**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Avis Donahue, Victim Justice Section (LE Program)

2. Hand delivered by **5:00 p.m. on November 19, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Avis Donahue, Victim Justice Section (LE Program)

#### D. ELIGIBILITY

Only agencies eligible for funding through the FY 2006/07 Law Enforcement Specialized Unit Request for Applications (RFA) may apply for funds in the 2008 grant period.

#### E. FUNDS

An application must be submitted for continuation funding. Continuation funding is contingent upon satisfactory program performance and subject to the availability of funds. The grant period for 2008 is January 2008 to December 31, 2008. **Please Note: It is anticipated that 2008 will be the final year for continuing funding of the current LE program. It is likely the program will be released competitively in 2009.**

Grantee	Funding Amount	25% Match	Total Project Cost
City of Chula Vista	\$83,219	\$27,740	\$110,959
City of Fresno	\$95,701	\$31,900	\$127,601
City of Huntington Beach	\$83,219	\$27,740	\$110,959
City of Lompoc	\$83,219	\$27,740	\$110,959
City of Los Angeles	\$83,219	\$27,740	\$110,959
City of Oakland	\$95,701	\$31,900	\$127,601
City of Petaluma	\$83,219	\$27,740	\$110,959
City of Richmond	\$83,219	\$27,740	\$110,959
City of Santa Ana	\$95,701	\$31,900	\$127,601
City of Santa Rosa	\$83,218	\$27,740	\$110,958
City of South Lake Tahoe	\$83,218	\$27,740	\$110,958
City of Stockton	\$95,701	\$31,900	\$127,601
City of Vacaville	\$83,046	\$27,682	\$110,728
City of West Sacramento	\$83,219	\$27,740	\$110,959
City/County of San Francisco	\$99,862	\$33,287	\$133,149
County of Los Angeles	\$83,219	\$27,740	\$110,959
County of Sacramento	\$99,862	\$33,287	\$133,149

**Match Requirement:** A match of cash and/or in-kind contributions derived from other sources is a requirement. The match required is twenty-five percent (25%). Funds designated as match are restricted to the same uses as VAWA S\*T\*O\*P funds. Match must be noted in the "Match" column of the budget pages and described with appropriate line-item detail.

**Federal monies must not be used to meet the match requirement.**

#### F. PROGRAM INFORMATION

##### 1. Source of Funds

The VAWA S\*T\*O\*P Program was authorized in 1994 through Title IV of the Violent Crime Control and Enforcement Act of 1994, the Violence Against Women Act (VAWA), Public Law 103-322, 108 Statutes 1796, and was reauthorized through Division B of the Victims of Trafficking and Violence Protection Act of 2000. VAWA S\*T\*O\*P is administered by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice.

The VAWA S\*T\*O\*P Formula Grants Program promotes the development and implementation of effective, victim-centered law enforcement, prosecution, and court

strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. States and communities are encouraged to restructure and strengthen the criminal justice system response to domestic violence, sexual assault, and stalking, drawing upon the experience of all participants in the system.

Funds must be used to achieve the Program Purpose as stated below, and used in accordance with the terms of the program.

## **2. Program Purpose/Description**

The purpose of this RFA is to continue the efforts of law enforcement agencies to enhance or create specialized units to focus special effort on the handling of violent crimes against adult women, including sexual assault, stalking, domestic, and dating violence

The specialized units will accomplish this purpose through thorough investigation, immediate victim advocacy, and training for law enforcement officers. Thorough investigation leads to successful prosecution of cases, immediate victim advocacy provides victims with the support and resources to help disrupt the cycle of violence, and training assists departments in providing a consistent, effective, and compassionate response to female victims of violent crime.

Although this program is intended to serve adult female victims of sexual assault, domestic violence, and stalking, applicants may choose to serve all or any combination of these three groups of victims. The Office of Violence Against Women (OVAW) has requested states to ensure sexual assault receives its fair share of focus and attention when developing plans for the use of VAWA S\*T\*O\*P funds.

**Please Note: Nothing in this application shall be construed as justification for denial of services to male and/or minor victims. Discrimination in the implementation of any State or Federally funded program is strictly prohibited.**

### **Investigation**

Experience has demonstrated the value of an experienced investigator as the driving force of the Law Enforcement Specialized Units program. The investigator provides advice to patrol officers in the field; reviews arrest and preliminary investigation reports to evaluate cases; gathers evidence; works in close cooperation with victim advocacy personnel; and provides training to fellow officers on case handling and follow-up.

Projects must fund, or commit to the specialized unit, at least one full-time investigator. Investigators assigned to the specialized unit must have at least an intermediate POST certificate and have received specialized training beyond the academy level, related to the investigation of crimes in the focus area chosen, in accordance with Penal Code Sections 13516-13519 et al.

Investigators must be assigned to the specialized unit for a minimum of one year; longer assignments are desirable.

At a minimum, the following must occur:

- In-custody cases, and non-custody cases with a known suspect should be reviewed by the specialized unit within 48 hours of the arrest or report;
- Applicants must identify how case consultation with patrol officers will be handled;
- Cases without a known suspect should be reviewed by the specialized unit within 72 hours of the report; and
- Advocacy personnel should be co-located with the specialized unit. Applicants unable to accommodate co-location must explain how the advocate(s) will have access to victims and necessary information.

## **Advocacy**

Victim advocacy is an integral part of breaking the cycle of violence. Advocacy at the scene of the crime or shortly thereafter is optimal. Projects are encouraged to have advocates make contact with victims as soon as possible following the call to law enforcement. Advocates must make several attempts to contact hard to reach victims. Contact should be made in person when at all possible; however, phone contact is also appropriate. Sending letters will not be considered contact. Projects must keep statistics on both victim contacts and attempts to contact victims.

Projects must contract with a local victim service agency (rape crisis or domestic violence agency) and fund, or commit to the unit, at least one full-time advocate (or full-time equivalent). Advocates must meet the requirements of a domestic violence or sexual assault counselors as defined by the Evidence Code (§1035-1036.2 for sexual assault counselor and §1037-1037.7 for domestic violence counselors). Advocates must have training/experience in assisting victims with the paperwork necessary to obtain a restraining order.

In addition to the required sexual assault or domestic violence advocate (not in place of), projects may fund, or commit to the unit, a victim/witness advocate or a portion of a victim/witness advocate. This advocate must meet the Entry-Level Advocate Standards (Part IV, section J) and have completed an additional 40-hours of specific domestic violence and/or sexual assault training.

At a minimum, advocates must provide the following services:

- Crisis intervention – responding in-person or by telephone to the emotional crisis of a victim;
- Resource and referral assistance – non-emergency referrals to victim service agencies;
- Emergency assistance – immediate (within 24-hours of request) intervention in response to a victim's basic needs, including but not limited to food, shelter, or transportation. Intervention includes the direct provision or coordination of services; and
- Restraining order assistance – directly assisting victims with completing the forms necessary to obtain a restraining order. This service may not be referred out.

It is understood that the total project cost may be insufficient to fully fund both an investigator and a victim advocate. However, **projects that use grant or match monies to fund a victim advocate are required by the federal government to collect and report demographic data on victims served.**

## **Training**

Patrol officers are usually the first to respond to a crime scene. Training of these officers is invaluable in fighting violence against women. Projects must ensure the development and delivery of comprehensive training programs for law enforcement officers that include:

- The dynamics of violence against women;
- Understanding the concept of dominant aggressor;
- Crime scene investigation:
  - Conducting thorough victim interviews with detailed accounts of the crime;
  - Treating the physical space as a crime scene and diligently documenting/collecting/booking physical evidence that corroborates victims' accounts;
  - Photographing victim injuries;
  - Recording victim interviews/statements when possible; and
  - Writing detail-specific and comprehensive police reports.

## **G. PREPARING AN APPLICATION**

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LAW ENFORCEMENT SPECIALIZED UNITS  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

A problem statement is only required if the problem statement submitted with the FY 2006/07 RFA is no longer applicable.

**2. Plan and Implementation**

Briefly describe how each of the program objectives is being addressed and the anticipated goals for FY 2008.

- A. Investigate criminal cases of suspected sexual assault, domestic violence and/or stalking crimes against women by specialized units within law enforcement agencies.

**Anticipated number of cases investigated:** \_\_\_\_\_

- B. Contact and offer advocacy to 100% of female victims of specified violent crimes from cases assigned to the unit. **Anticipated number of victim contacts:** \_\_\_\_\_

- C. Provide advocacy, including crisis intervention, resource and referral assistance, emergency assistance, and restraining order assistance to adult female victims of sexual assault, domestic violence, and/or stalking. **Anticipated number of:**

**Crisis interventions** \_\_\_\_\_

**Resource and referral assistance contacts** \_\_\_\_\_

Emergency assistance contacts \_\_\_\_\_

Restraining order assistance contacts \_\_\_\_\_

- D. Provide training sessions for law enforcement officers on the handling of violent crimes against women, including sexual assault, domestic violence, and/or stalking.

Anticipated number of trainings: \_\_\_\_\_

## B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1- subsection B of this RFA should you have additional budget questions.

### 1. Specific Budget Categories

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

OR

Each budget category requires line item detail including the calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded up to the nearest**

**whole dollar.** Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

**a. Personal Services – Salaries/Employee Benefits (OES A303a):**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training

materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements
- Non-competitive Bid Request
- Out of State Travel Request
- Emergency Fund Procedures
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines
- Organizational Chart

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LAW ENFORCEMENT SPECIALIZED UNITS**

**REQUEST FOR APPLICATION**

**PART III - FORMS**

**CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to ensure a complete application is submitted to OES. The required forms may be acquired by selecting the FORMS link below, by going to [www.oes.ca.gov](http://www.oes.ca.gov) and selecting *Recipient Handbook, Appendices, and Forms*, or by pasting this link into your browser:

**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

**FORMS**

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION – Must be submitted with the Grant Award Face Sheet.
- ☐ SIGNATURE AUTHORIZATION AND INSTRUCTIONS – Signatures of the Project Director and Fiscal Officer are required.
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE – Signed by the official who signed the Grant Award Face sheet and by the official delegating the authority.
- ☐ PROJECT NARRATIVE
  - Problem Statement
  - Plan and Implementation
- ☐ PROJECT BUDGET
  - Budget Forms – OES A303a, A303b, A303c
- ☐ APPLICATION APPENDIX
  - Operational Agreements
  - Non-competitive Bid Request
  - Out of State Travel Request
  - Emergency Fund Procedures
  - Project Service Area Information
  - Computer and Automated Systems Purchase Justification Guidelines
  - Organizational Chart